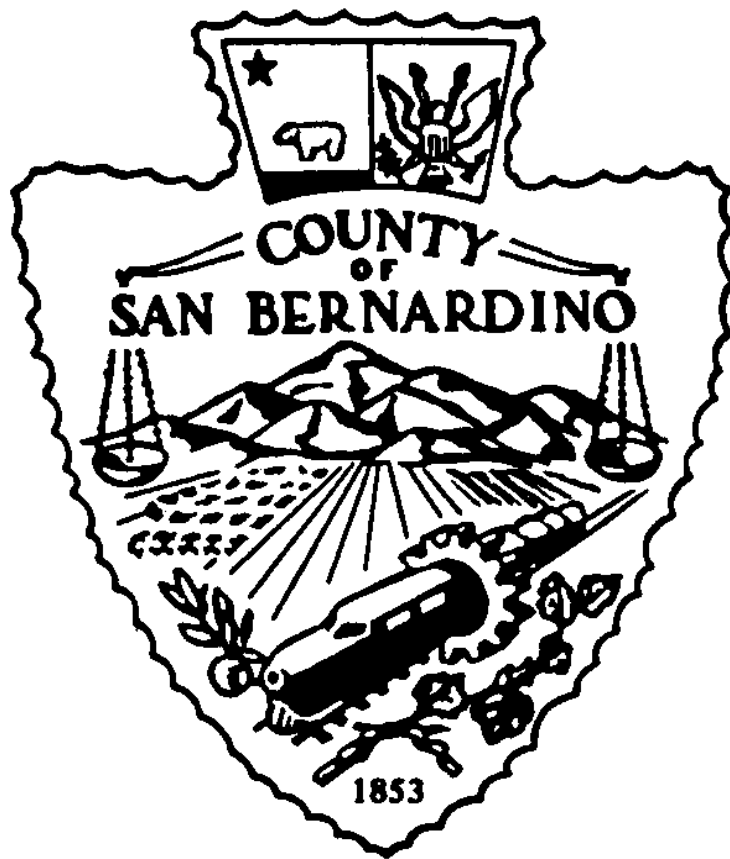


Introduction



County of San Bernardino

INTRODUCTION

NO JOB IS SO IMPORTANT AND NO SERVICE SO URGENT THAT IT CANNOT BE DONE SAFELY.

Within the County, responsibilities for safety and health are shared:

The **County of San Bernardino** as an employer is responsible for implementation of the Occupational Illness and Injury Prevention Program, its effectiveness and improvement, for ensuring safe working conditions, environment and practices, and for the training of all employees.

Supervisors are responsible for developing proper attitudes toward Safety and Health in themselves and in those they supervise, for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, training each new employee, and assuring that all County safety policies and practices are implemented and enforced.

Employees are responsible for wholehearted, genuine cooperation with all aspects of the Occupational Illness and Injury Prevention Program, compliance with all rules and regulations, and continuously practicing safety while performing their duties.

Unsafe conditions, unsafe actions, occupational diseases and occupational injuries are to be reported to a supervisor promptly.

Reporting, or willful assistance in reporting, a nonexistent injury shall be grounds for disciplinary action. Violators of safe working practices may also be subject to disciplinary action.

The purpose of the safety manual is to provide a source of reference, and guide, to management personnel within the County of San Bernardino. It should be used by department managers in formulating

departmental safety policy, "Occupational Illness/Injury Prevention Program", and by line supervisors whose ultimate responsibility is to train and direct employees in the safe performance of their jobs.

USE OF THE MANUAL

MANDATED PROCEDURES:

Title 8 of the California Code of Regulations requires employers to prepare and implement specific programs in the realm of employee health and safety. Standards for these programs are enforced by the California Department of Industrial Relations, Division of Occupational Safety and Health.

County of San Bernardino mandated programs included in this manual are:

1. Occupational Injury/Illness Prevention Program
2. Hazardous Material/Substance Communication
3. Confined Space Entry
4. Equipment Lockout/Tagout/Blockout
5. Hearing Conservation
6. Respirator Protection
7. Safety Inspections
8. Hazard Report
9. Personal Protection
10. Accident Investigation
11. Fire and Emergency Evacuation
12. Bloodborne Pathogens
13. Workplace Violence
14. Ergonomics

Each County department is to place a high priority upon assuring that the above listed programs are implemented into their safety activities.

GENERAL SAFETY

Beyond the mandated requirements, this manual includes reprints of San Bernardino County Policies on employee health and safety. Department personnel will find the manual a reference as well as a source of excerpts useful for developing a departmentally specific approach to safety.

It is the responsibility of individual departments to prepare and implement departmentally specific safety programs, employee training guidelines and injury prevention practices. As departments prepare procedures or training outlines, copies are to be inserted into the department's copy of the County Safety Manual with a copy to Risk Management Division/Safety Section. Managers must keep in mind that this manual contains mandated programs which are to be

implemented, as well as general safety information. The mandated programs provide minimum standards and may be enlarged upon or expanded by departments in preparing specific programs.

Those sections of the Safety Manual requiring departmentally specific activity include a canary colored index divider in addition to the standard divider for each section. The canary dividers are numbered to correspond with the appropriate sections in which they are placed. Individual departments and/or locations are to include into the sub-sections provided all departmentally or site specific information, procedure and outlines.

safety/docs/sftymnl/introduction.doc